

Travel Comparison Worksheet

The Travel Comparison Worksheet is required when travelers request a deviation from the Travel Policy requirements. In all cases, the most economic option that meets the business need should be selected for business travel. Costs determined by the comparison that exceed the most economic option, create additional liability risks or that are not part of business travel will not be paid or reimbursed by the university.

Comparison documentation (e.g., quotes, airfare screenshots, etc.), along with this worksheet **must** be conducted at the same time the expenditure of funds occurs and **must** be attached to the Spend Authorization or Expense Report for audit review. See [Travel Cost Comparison Guide](#) for additional assistance.

TRAVEL INFORMATION SUMMARY			
Traveler Name:			
Departure Date:		Departure Location:	
Return Date:		Destination Location(s):	
Business Purpose:			
Comparison Selection:	<input type="checkbox"/> Drive vs. Fly <input type="checkbox"/> Mileage vs. Rental Vehicle <input type="checkbox"/> Personal Travel in Conjunction with Business Travel		
*Complete comparison content associated with selection(s).			

DRIVE VS. FLY COMPARISON

Refer to [Resources](#) to gather appropriate estimates from contracted agencies for airfare or vehicle rental. Liability [risks](#) should be considered when electing to drive a personal vehicle during business travel.

DRIVE EXPENSE ESTIMATE		FLY EXPENSE ESTIMATE	
Mileage or Rental Vehicle	\$	Airfare	\$
Gasoline (with rental vehicle)	\$	Baggage fee	\$
Tolls	\$	Mileage (to/from airport)	\$
Parking	\$	Taxi/Shuttle/Ride-Share	\$
Lodging	\$	Lodging	\$
Meals/Per Diem	\$	Meals/Per Diem	\$
Other	\$	Other	\$
Total:	\$	Total:	\$

MILEAGE VS. RENTAL VEHICLE COMPARISON

Refer to [Resources](#) to gather appropriate estimates from contracted agencies for vehicle rental. Liability [risks](#) should be considered when electing to drive a personal vehicle during business travel.

MILEAGE (PERSONAL VEHICLE) ESTIMATE		RENTAL VEHICLE ESTIMATE	
Mileage	\$	Mileage or Rental Vehicle	\$
		Gasoline (with rental vehicle)	\$
Total:	\$	Total:	\$

PERSONAL TRAVEL IN CONJUNCTION WITH BUSINESS TRAVEL COMPARISON

Refer to [Resources](#) to gather appropriate estimates from contracted agencies for airfare or vehicle rental. Additional costs caused by the addition of personal travel to business travel will not be paid or reimbursed by the university. Options are available with the contracted agencies to split airfare costs between university and personal payment sources to ensure compliance with travel policy.

BUSINESS TRAVEL EXPENSE ESTIMATE		PERSONAL TRAVEL ESTIMATE	
Departure Date/Time		Departure Date/Time	
Return Date/Time		Return Date/Time	
Airfare Quote (Business ONLY)	\$	Airfare Quote	\$
Mileage	\$	Mileage	\$
Rental Vehicle	\$	Rental Vehicle	\$
Gasoline (with rental vehicle)	\$	Gasoline (with rental vehicle)	\$
Meals/Per Diem	\$	Meals/Per Diem	\$
Other	\$	Other	\$
Total:	\$	Total:	\$

COMMENTS

RESOURCES:

- [Travel Policy](#)
- [Risk Management](#)
- [GSA Mileage Rates](#)
- [Contracted Travel Agency \(Airfare Quotes\)](#)
- [Contracted Rental Car Agency \(Rental Car Quotes\)](#)
- Ride Share ([Lyft](#) or [Uber](#))
- [Taxi Fare Finder](#)